

Creating Strategic Internships

Janet Cooper –Business Liaison

Joan Hoskinson- Director of Special Needs

Linda Ferguson- Instructor

Dan Kemp- Job Coach



Planning Process

Planning with Agencies

- ❑ Eastland-Fairfield Career & Technical School (EFCTS)
- ❑ Fairfield County Board of Developmental Disabilities (FCBDD)
- ❑ Fairfield Medical Center

Communication With Host Departments

- ❑ Identify Departments
- ❑ Management Training
- ❑ Prepare departments supervisors for their role

Communication with Home school and DD

- ❑ Instructor Role and job coaches



Spring/Summer Setup

- ❑ IEP Meetings
- ❑ Marketing the program to management team to recruit internship sites (presentation at management meeting, Monday morning News, Pizza Celebration)
- ❑ Training of departments involved in internship rotations
- ❑ Classroom set-up
- ❑ Student Welcome (First Week of school)



Summer Setup/Start of Year Instructor-Cont'd

August Cont'd

Don't reinvent the wheel

First 3 weeks

Public Relations

September

First Team Meeting

Educating Staff

Classroom

Laptops

Curriculum

Thursdays



School Year/ Curriculum

First Three weeks of school:

- TEAM Building
- Host Site Orientation
- Safety at Host site/ transportation
- Job Shadow Internship Sites
- Set up agenda book
- Calendars: monthly
- Journals
- Pictures of important People at the site
- ServSafe



School Year Curriculum/Classroom

1st Internship Site

- ❑ Employment vocabulary
- ❑ Business Soft Skills
- ❑ Journals: reflection of their day
- ❑ Policy etiquette
- ❑ E-mailing etiquette
- ❑ Role play appropriate behavior
- ❑ Prepare for 1st Team Meeting
- ❑ Community Events: volunteer
- ❑ Informational Night
- ❑ Advisory Meeting



Project | SEARCH

Informational Night

Information Night



Project | SEARCH



Photo: David Green, Project SEARCH participant

Discover Project SEARCH, a unique internship program designed for youth with disabilities. See "A Day in the Life of Project SEARCH," learn about internship opportunities, the recruitment and application timeline, and get your questions answered...

WEDNESDAY, NOVEMBER 10, 2010

6:00 – 7:30 PM

FAIRFIELD MEDICAL CENTER

401 NORTH EWING STREET

LANCASTER, OHIO 43130

CLASSROOMS B & C / 4TH FLOOR

For more information contact Linda Ferguson at 614-570-7769 or lferguson@efsc.edu



WHAT IS PROJECT SEARCH?



Project | SEARCH

PROJECT SEARCH IS A BUSINESS-LED COLLABORATION THAT ENABLES YOUNG ADULTS WITH DISABILITIES TO GAIN AND MAINTAIN EMPLOYMENT THROUGH TRAINING AND CAREER EXPLORATION!

Project SEARCH is a one-year, high school transition program which provides training and education leading to employment for individuals with disabilities. The program occurs on-site at a high school, community business. Project SEARCH serves as a workforce alternative for students in their last year of high school. Three elective high school credits can be earned for successful completion of the Project SEARCH program. Each student applies to the program and is accepted through a selection committee process. Adults with disabilities may apply and be accepted if space is available. All students must be eligible for services with the Ohio Rehabilitation Services Commission to participate.

The components of Project SEARCH include: total immersion in a large business. Each day, students report to the host business, learn employability skills in the classroom and job skills while participating in 2-4 internships/experiences during the year. If available, students utilize public transportation. Students participate in monthly progress meetings to define their career goal and plan necessary steps to achieve that goal.

Managers at the internship sites work with the Project SEARCH instructor and job coaches to support the students. Students get continual feedback from the internship manager, co-workers and Project SEARCH staff. Students and their day by reflection, problem solving, planning and counseling their way. The ultimate goal upon program completion is competitive employment utilizing the skills learned on the internships and throughout the program.

Sponsored by:
Eastland-Fairfield Career & Technical Schools
Fairfield Medical Center
Fairfield County Board of Developmental Disabilities
RSC

"Project SEARCH is doing more than providing valuable work experiences for students. It is messaging and changing corporate culture and the receptivity of workplaces to employ people with disabilities."
Dwight Ward, Manager, November

TYPICAL DAY

School day: Monday-Friday, 8:00 am - 2:30 pm
Weekly calendar: Follow the local school district calendar. Make the host business aware of any breaks or days the students will be absent.

- 8:00 am - 9:00 am: Employability Skills Class. Students sign in, lessons are based on daily living/employability skills, i.e., problem solving, team work, decision making, budgeting, check writing, nutrition, resume writing. Instruction follows an approved Project SEARCH Curriculum.
- 9:00 am - 11:30 am: Internship Sites. Students participate in hands-on job internships sites throughout the host business/organization/university. They rotate through three or four different internships throughout the school year.
- 11:30 am - 12:00 pm: Lunch. Students may purchase a lunch or snack. Students are encouraged to eat with their co-workers and peers at the internship sites.
- 12:00 pm - 2:00 pm: Internship Sites. Return to sponsoring department to learn job specific and employability skills.
- 2:00 pm: Classroom - Reflection/Planning/ Journal writing. Students sign out at 2:30 pm and if available, take public transportation home.

The internships are typically 10 - 12 weeks and should be planned to meet the needs of the business and the students. The internships should be designed to teach marketable, competitive, and nontransferable skills.





IAN

FCC/Pickerington North

Three Departments

- ❖ **Central Sterile, Lab Dept. and Material Management.**
- ❖ **I have loved working in the Lab department. One of my favorite job is to stock phlebotomy basket.**

I have recently been hired at Fairfield Medical Center and will work in the Lab Department part-time.





Carla

FCC/Pickerington Central

Three Internship Sites

- ❖ Surgical, Nurse Aide and Environmental Services
- ❖ Project SEARCH has showed me that work is fun!

I was recently hired at FMC. I will be working with Environmental Services in the Cath Lab.





Brittany

FCC/Pickerington Central

Three Internship Sites:

- ❖ Dietary Department, Surgical Pavilion and Environmental Services.
- ❖ I love Project SEARCH because of all the skills I have learned.

I plan on working at my current job at Steak 'n' Shake and interviewing for a second part-time job.





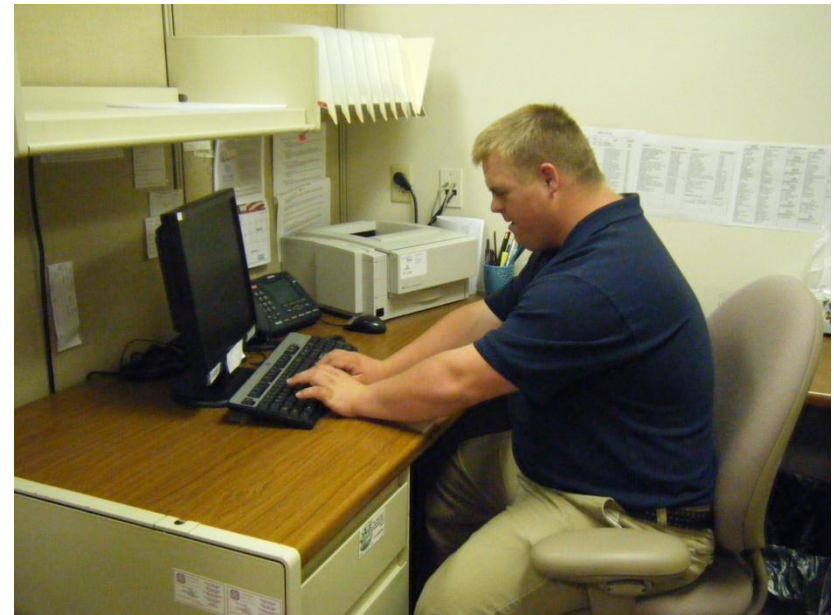
Evan

FCC/Millersport

Two Internship Sites:

- ❖ Contract and Collections and Outpatient Therapy
- ❖ Project SEARCH is my college. I like all my new friends.

This Friday I have an interview at FMC with Contract and Collections.





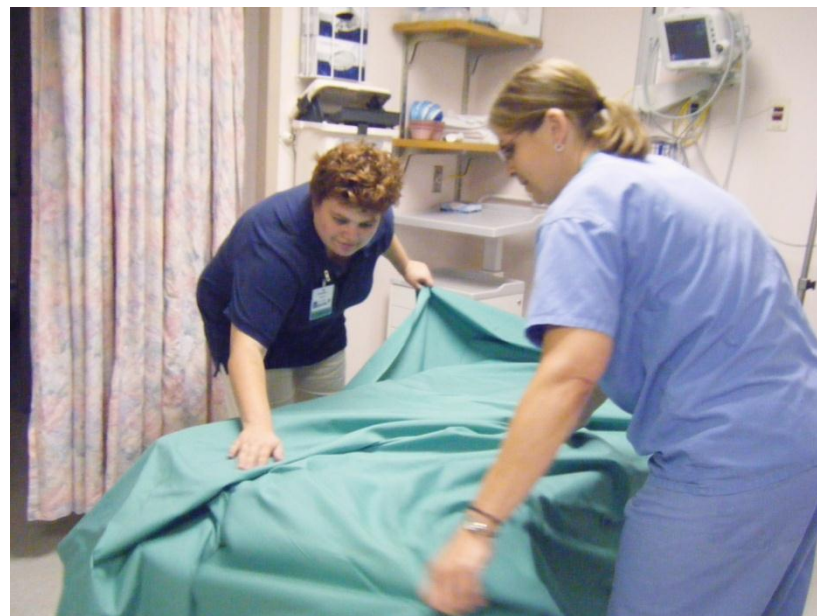
Hannah

FCC/Fairfield Union

Three Internship Sites:

- ❖ Surgical Pavilion, Dietary and Laundry.
- ❖ Project SEARCH has made me happy and I like to help others.

I plan on attending North West Center and work on my Competitive job skills after graduation.





Elizabeth FCC/Bloom Carroll

Three Internship Sites:

- ❖ Dietary and Contract & Collections.
- ❖ My favorite experience with being in Project SEARCH was being hired in the Dietary Department.
- ❖ One of my jobs is to serve food to the patients on the floor.

I start my job next Monday.





School year Curriculum/ Classroom

2nd Internship Site

- ❑ Career exploration
- ❑ Guest Speakers/ Fieldtrips:
 - bank, job opportunities, housing, DD
- ❑ Holiday Projects
- ❑ Thank You notes
- ❑ Start Resume process
- ❑ Tour etiquette for future Project SEARCH
- ❑ Job shadowing different opportunities within host site and in the community



School year Curriculum/ Classroom

Third Internship Site

- ☐ Resume completion
- ☐ Students Run their TEAM Meeting
- ☐ Job Interviews
- ☐ IEP Meetings
- ☐ Budget lesson
- ☐ Personal Safety Class
- ☐ Prom
- ☐ End of year Celebration/ Thank You to Departments
- ☐ Feedback Questionnaire
- ☐ Advisory Team Meeting
- ☐ Graduation



Accommodations/ Task Analysis

- Site Survey
- General task analysis
- Personal task analysis
- 1:1 coaching to fade as needed



Job Development

- TEAM Meetings: (Example of our Layout insert)

- Career Exploration

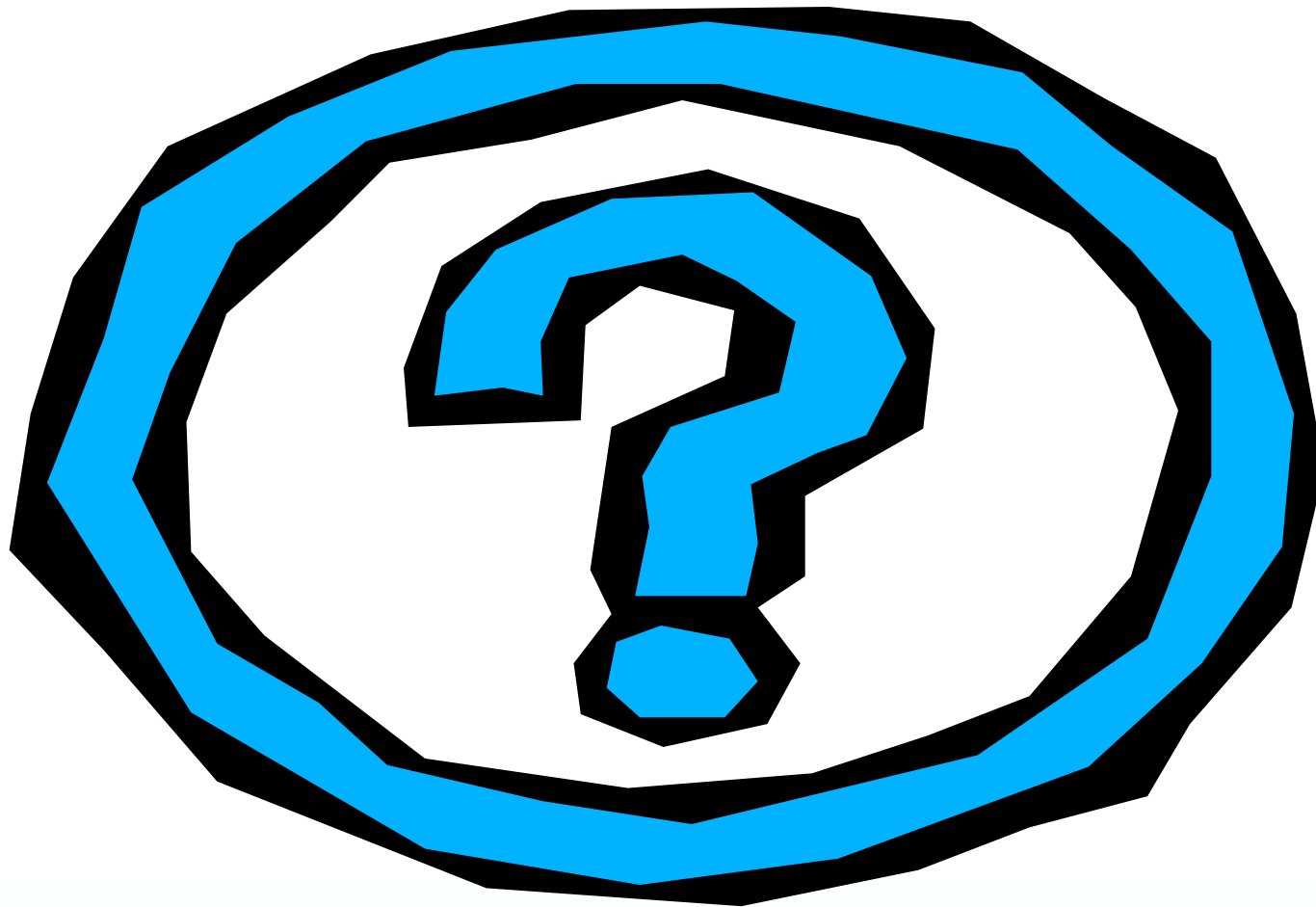
- Process:

interviews, job development, job shadowing

- Follow Along Process



Questions?





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